



**KENINDIA**

The business seeks to fill the following vacancy:

## Risk Assistant

Reporting to the Head of Risk



**Job Vacancy**

### JOB PURPOSE

The job holder is responsible for supporting identification, assessing, and monitoring the potential risks that may hinder the reputation, safety, security, and financial prosperity of the organization and affect its ability to meet its obligations to policyholders as well as supporting development of mitigating plans and loss prevention programs.

### PRINCIPAL ACCOUNTABILITIES

#### Risk Awareness and Implementation

- Participate in the development and implementation of the risk management framework & policy
- Identification of emerging risks facing the company and advise on severity and management. These includes risks associated with new products and services
- Reviewing risk management activities across various departments ensuring Kenindia risk policies are implemented and complied with

#### Risk Mitigation

- Collate and document all the risk incidents from the departments and assign actions for their closure.
- Participate in the development of appropriate robust mitigation actions and follow up the implementation of agreed upon actions.
- To monitor & follow up the implementation of agreed upon action plans for risk mitigation.
- Embedding the risk culture across the business unit through carrying out risk awareness activities.
- Assist the Risk and Compliance Manager in the coordination role of managing the Quality Management System.

#### Risk Evaluation

- Identification of risks on key strategic objectives to update and review risk registers & provide mitigation.
- Continuous identification, monitoring and measuring Key risk indicators and advice on the outcomes

- Conduct regular and timely risk assessment and implementation of Risk & Control self-assessment in assigned business departments
- Maintaining the risk registers and producing risk reports.
- Any other duty as may be assigned from time to time.

### KNOWLEDGE AND EXPERIENCE.

#### Academic Qualifications

- Bachelors Degree in business related field

#### Professional Qualifications

- Professional qualification such as CPA, ACCA, Actuarial ACII or Forensics and a current membership to a relevant professional body.
- Certification in Enterprise Risk Management will be an added advantage.

### SKILLS AND COMPETENCIES

#### Key Job Skills (specific to the job)

- Risk management
- Analytical skills
- People management
- Ability to understand the big picture in which the business is operating, the inter-play between the different components

#### Insurance Skills (special Category)

- Insurance knowledge
- Understanding of the key regulations

#### General Skills

- Communication skills
- Interpersonal skills
- Customer Service
- IT skills (fluency)

At least 2 years of relevant experience

To apply, send your Curriculum vitae (CV) and cover letter to [recruitment@kenindia.com](mailto:recruitment@kenindia.com) and quote the job title on the subject of the e-mail by **22<sup>nd</sup> January 2026 at 5:00pm.**

**Your Stability, Our Priority**